

Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Guarding Services

Title	Coordinate response actions at the scene of an emergency
Code	107724L3
Description	This unit of competency applies to security personnel at supervisory level and above responsible for managing guarding operations. It covers the abilities to take charge of and co-ordinate actions at the scene of an emergency in accordance to laid-down policies, procedures and guidelines as well as contingency plans.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about emergency response:</p> <ul style="list-style-type: none"> • Be proficient in laws and regulations relevant to guarding operations, which should include but not limited to: <ul style="list-style-type: none"> ○ Security and Guarding Services Ordinance, Cap 460 ○ Occupational Safety and Health Ordinance, Cap 509 and associated regulations ○ Personal Data (Privacy) Ordinance, Cap 486 • Be proficient in duty of care and third party responsibilities with regard to maintaining safety and security of the site under protection • Be proficient in policies, procedures and guidelines and contingency plans in relation to guarding operations • Be proficient in the functions and operations of systems, devices and equipment associated with guarding operations • Be proficient in the emergency command and control structure • Be proficient in the media management plan in an emergency • Understand the government's emergency response system and the operations of emergency services and related organisation • Possess the leadership skills to lead and command actions in an emergency • Possess the analytical skills and critical thinking skills to identify issues and resolve problems and conflicts • Possess the people skills and communication skills to deal with others • Possess the literacy skills to clearly and accurately record information and activities <p>2. Co-ordinate response actions at the scene of an emergency</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Monitor closely the guarding operations at all time • Operate the systems, devices and equipment for communications correctly • Detect and/or receive reports of incidents and emergencies associated with guarding operations, which may include but not limited to: <ul style="list-style-type: none"> ○ Suspicious and/or abnormal incidents or circumstances ○ Emergencies, such as crime, fire, accident, or other emergencies • Determine the nature and severity of the incidents or emergencies • Attend scene and take charge of incidents that may have major impact on life and property • Assess impact on life, property and operations at scene • Notify government emergency services (e.g. police, fire services, and medical services) if not already done • Order an evacuation or other appropriate actions should there be imminent risks to life and safety • Activate the emergency command and control structure where necessary

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	<ul style="list-style-type: none"> • Keep parties responsible for emergency command and control informed of developments • Seek their assistance and support where needed • Deploy manpower and resources to cordon off the scene, attend to the injured, and provide support to government emergency services • Consult with business/tenant representative(s) and activate actions to completely or partially shut down business operations • Work with government emergency services to carry out any other response actions to minimize impact on life safety and property • Determine re-occupation of the facility in consultation with government emergency services and other organisations such as the Buildings Department for issues in relation to building safety • Ascertain safety and security before re-entering the facility • Ascertain readiness of building infrastructure, people, systems and equipment, process, and data for resumption of operations • Resume operations as appropriate
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Take charge of the response actions at the scene of an emergency; • Coordinate effectively response actions with relevant internal and external parties at the scene to minimize impact on life safety, property and operations; and • Ensure that actions taken comply with relevant laws and regulations as well as the laid-down policies, procedures and guidelines.
Remark	